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MEMORANDUM FOR: Special Assistant to the Acting Deputy Director
 (Administration)

FROM: Acting Management Officer

SUBJECT: Agency Housekeeping Services

REFERENCE: Memorandum from Chief, General Services to Acting
 Deputy Director (Administration) dated 13 January
 1954.

1. The above referenced memorandum states the comments of the Chief, General Services on Staff Study dated 22 December 1953, submitted by the Acting Management Officer. The following refers to the specific points raised in his memorandum.

2. Paragraph 2a of the above referenced memorandum. The statement in the Staff Study (dated 12-22-53) as to certain agency-wide responsibilities of the GSO is largely supported by Agency Regulation page 13. This Regulation states the mission of the Office as "providing selected administrative services for the Agency", and under the heading "Functions" lists, among other services the following:

Printing and Reproduction
 Machine Records
 Records Management

These are not limited to Headquarters as are certain other services and it must therefore be concluded that the Chief, GSO, has agency-wide responsibility therefor. The Mail and Courier service is, as the Chief, GSO indicates, restricted by the regulations to Headquarters.

The mail and courier service should have been omitted from the list of agency-wide responsibilities. This inaccuracy does not affect the conclusions in the MIS Staff Study.

3. Paragraph 2b of the above referenced memorandum. An estimated 45% of the Machine Records Branch workload is performed directly for the Office of the Comptroller and an estimated 30% additionally is performed for the Logistics Office on stock control

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records of paramount interest to the Comptroller. This conclusion is supported by the following statistics contained in appendix D in the above referenced memorandum:

Comptroller	34.0%
Logistics	29.5%
Total	63.5%

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4. Paragraph 2c of the above referenced memorandum. At the time the Staff Study was prepared we were advised by the Personnel Office that no determination had been made as to the ceiling transfer involved in the reassignment of the Motor Pool Function. We were advised that [] positions were being transferred and therefore based our computations on a ceiling transfer of the same number of positions. The figures used in the Staff Study were as of 21 December 1953 (Annex D), and obviously if action is taken on the basis of the Staff Study recommendations, changes occurring after that date must be taken into account.

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5. Paragraph 3a of the above referenced memorandum. In view of the nature of the study, we were advised by Messrs. [] and [] to treat it confidentially and avoid penetrations of CGS. While minor details may require adjustment, the facts contained in the study support the conclusions and recommendations.

6. Paragraph 3b of the above referenced memorandum. The MIS staff study did not claim a relationship between the functions of the Printing and Reproduction Division and that of the Logistics Office. It stated, as an example, that Printing and Reproduction supplied materials (printed) and a service (reproduction), and that Supply Division supplied materials and Transportation Division furnished a service.

7. Paragraph 3c of the above referenced memorandum. A proper records management program should not exist separately and distinct from methods and procedures work. Our experience has been that we constantly encounter records management work whenever our MIS studies involve correspondence, filing, storage, disposal, equipment and related matters. Our practice of calling on Records Management personnel for their assistance results in some duplication and our customers have occasionally asked questions concerning the divisions of responsibility. Records management is more properly a field of management improvement than a distinct field of administration. The findings of the MIS Staff study are consistent with the findings of the Hoover Commission as quoted by GSO. The Commission referred to management offices which hope to accomplish a records management program through management techniques other than records management. The plan proposed in the MIS Staff Study calls for a specific identifiable group charged with records management responsibility.

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8. Paragraph 3d of the above referenced memorandum. The Staff Study proposed the separation of records management staff activities from records management operation. The delineation of line and staff functions is an accepted axiom in management.

9. Paragraph 3e of the above referenced memorandum. This does not require comment.

10. Paragraph 3f of the above referenced memorandum. Any errors in the premises on which the study is based are so slight as to have no effect on the conclusions and recommendations. The fact that the MIS Staff Study is along the lines proposed by the Acting Deputy Director (Administration) in his memorandum of 10 August 1953 is a coincidence which lends credibility to the plan. This memorandum was not available to MIS until it was received as Appendix A to the above referenced memorandum.

11. Paragraphs 4, 5, 6, and 7 of the above referenced memorandum. These do not require comment.

12. Paragraph 8 of the above referenced memorandum. Of the recommendations made in this paragraph, only one, that relating to the Printing Advisory Staff, requires our comment. This Staff was established without organizational study by MIS and the Personnel Office has no description of the duties of the positions and therefore we based our recommendations on our knowledge of the types of projects the Staff had been undertaking. The functions of this Staff, as enumerated in the MIS Staff Study, properly belong in MIS if we are to be given responsibility for reviewing all requisitions for office equipment (and printing and reproduction equipment) as provided in our proposed regulation on the subject.

13. Paragraph 9 of the above referenced memorandum. This does not require our comment.

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cc:

MIS/JHP:ee (15 January 1954)

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